

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. 247

PAGE NO. 1

1. Requesting Agency

BOARD OF POSTMORTEM EXAMINERS

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. CASE HISTORIES

Dates: 1939 - -
Quantity: 120 drawers (180 cubic feet)
File Arrangement: Numerical in two series: one for Baltimore City cases, one for county cases
Annual Accumulation: 10 drawers (15 cubic feet)
Index: Yes, see Item 2

The Case Histories are in two categories - Baltimore City cases, and county cases. Records in the Baltimore City file are in individual case folders and include:

- PM - 2 Office Record of Death
- PM -10 Autopsy Record - Baltimore City Case (Narrative)
Certificate of Death (Health Department)
Certificate of Death (Medical Examiner's copy)
- PM -15 Morgue Record Card

The above are in each City case file; the following may or may not be included:

- PM - 18 Chemical Examination
- 95-BPB Police Department Report
- Pictures - positive prints of all homicide and some other cases
- State Police Medical Examiner's Report of Motor Vehicle Death
- Suicide Note - original
- Diagrams of skull injuries

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

R. K. Kasher
Signature

Chief Medical Examiner
Title

3 April 1956
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

4/5/56
Date

Morris G. Radloff
Archivist

APR - 9 1956
Date

J. Meluskey
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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Offense Report of Police Department
Receipt for Evidence
Correspondence - occasional

Records of individual county cases are stapled together and several cases are filed together in one folder. These records include the following:

P.M. - 3 Investigation Report - County Case (all cases)

Other records which may be attached to the Investigator's report are:

- PM - 8 Autopsy Record - County Case
- PM - 9 Autopsy Report - County Case
Chemical Examination
County Police Report
State Police Report
- PM -15 Morgue Record Card
Pictures
Death Certificates
Receipt for Evidence

The records in these two files must be retained permanently (Art.22, Section 8, Annotated Code of 1951).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN MICROFILM: RETAIN MICROFILM COPIES PERMANENTLY AND DESTROY ORIGINALS

2. INDEX TO CASE HISTORIES

Size: 3" x 5"
Dates: 1939 - -
Quantity: 35 drawers
File Arrangement: Alphabetical

The index is in two series, one for Baltimore City cases, the other for county cases. Information shown is name, address, age, sex, color of the deceased, whether autopsy was performed, cause of death, date, and case number.

RECOMMENDATION: RETAIN PERMANENTLY.

Date APR. 9. 1956.

James M. ...
Secretary

APPROVED
HALL OF RECORDS COMMISSION